

## Jefferson County Position Description

<b>Name:</b>		<b>Department:</b> Sheriff
<b>Position Title</b>	Cook	<b>Pay Grade:</b> 1 <span style="float: right;"><b>FLSA:</b> N</span>
<b>Date:</b>	March 2016	<b>Reports To:</b> Jail Food Service Supervisor

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### Purpose of Position

The purpose of this position is to prepare and serve meals and direct the work of part-time cooks and inmates at Jefferson County Jail.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Monitors sanitation practices to ensure that employees and inmates follow standards and regulations. Ensures safe handling of food, storing and labeling food appropriately, monitoring temperature of product, taking corrective action as needed and informing supervisor of problems involved with Kitchen operation.
- Operates large kitchen equipment such as mixers, steamers, toasters, choppers, ovens, stoves and dishwashing machines and other tools such as knives in a proper and safe manner.
- Prepares foods according to the menu and dietary specifications, executing written instructions, recipes and procedures as described and using various computations in preparation and keeping work records.
- Monitors acceptability of food by taste, smell, and visual inspection.
- Serves breakfast, lunch and dinner; prepares bag lunches for Huber inmates; and prepares coffee and other refreshments for various meetings.
- Directs inmate helpers, launders kitchen linens, cleans, and inspects work areas, dishes, preparation equipment, utensils, and floors to ensure cleanliness and functional operation.
- Takes inventory of supplies and equipment, stocks shelves with food supplies and receives and accounts for Kitchen deliveries in Supervisors absence.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or as may develop.

### **Physical Requirements**

- Stands and walks continuously throughout the working day
- Reaches, stoops, bends, lifts, carries, and manipulates various food products, dietary supplies and equipment
- Visual acuity and color discrimination for examining cooked and stored foods
- Taste and smell discrimination in determining nutritional quality and palatability of foods
- Exposure to temperature and humidity changes
- Must be able to lift and/or carry 25 to 35 pounds on a regular basis, and occasionally up to 50 pounds.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma with 1-2 years previous institutional food service experience preferred, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Obtain a valid Serv-Safe certificate within 6 months of hire.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date